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CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25 D.C. 20505

See pgs. 7-8

OPTIONAL FORM 10

Office Memorandum • UNITED STATES GOVERNMENT

DATE:

TO :

FROM :

SUBJECT:

CORRESPONDENCE STYLE & PROCEDURES

MANUAL
A HANDBOOK FOR THE PREPARATION AND
HANDLING OF AGENCY MEMORANDUMS
AND LETTERS

ILLEGIB

MARCH 1972

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CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

CORRESPONDENCE STYLE & PROCEDURES GUIDE

April 1972

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FORWARD

Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds office production. Faster training and increased utilization of personnel also result. This Guide aims to provide for this standardization in the preparation and handling of Agency memorandums and letters.

The standards prescribed were not selected arbitrarily. They were adopted from many tested systems and a consideration of Agency-wide preferences and needs. The rules are relatively simple. However, some study will be necessary if they are to be mastered.

Certain correspondence of the Agency may require the use of special paper or formats and procedures not covered in this Guide. In such cases, the security of the operation or nature of the correspondence will govern the procedure and style to be used. Several components of the Agency have issued Correspondence Manuals and Instructions to meet local requirements. In most instances the basic standards of this Guide are applicable.

The U. S. Government Correspondence Manual (Chapters One and Two) recommends use of the "Block Format" for Government letters. Some Agencies have adopted that format but most and this Agency have not. Nonetheless, the balance of the U. S. Government Correspondence Manual provides excellent guidance in correspondence for administrative offices. Likewise the U. S. Government Printing Office Style Manual is another excellent reference, especially in the area of preferred capitalization, compound words, and punctuation. In this Agency Guide we have tried not to duplicate the material in those Federal Manuals.

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HANDBOOK

~~CORRESPONDENCE - GENERAL~~

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FOREWORD

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manual
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Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds the production of work. Faster training and increased utilization of personnel also result. This ~~Handbook~~ provides for this standardization in the preparation and handling of Agency memorandums and letters.

The standards prescribed were not selected arbitrarily. They were adopted from many tested systems and a consideration of Agency-wide preferences and needs. The rules are relatively simple. However, some study will be necessary if they are to be mastered. Our correspondence standards will be revised when necessary. Suggestions for their improvement will always be welcome.

Certain correspondence originated by the Clandestine Services or other components of the Agency may require the use of sterile paper or specialized formats and procedures not covered in this ~~Handbook~~. In such cases, the security of the operation or nature of the correspondence will govern the procedures and style standards to be used.

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INTRODUCTION

The material in this Correspondence Guide is arranged in the order considered by a writer or typist. A section on the style standards applicable to any one of the four main formats is provided in Chapter I to minimize repeating these standards in subsequent sections. Personnel should become thoroughly versed with this section since it is frequently referred to throughout the Guide. Separate sections in Chapter II describe memorandums on letterhead stationary, plain bond, and Informal Office Memorandum forms, and in Chapter III the format of letters. The remaining chapters cover TOP SECRET material, correspondence prepared for the Director, and finally assembling the correspondence to go forward for signature. Each section is followed by an exhibit illustrating the format described.

This Guide is bound in loose leaf form to allow insertion of changes, or supplemental instructions developed at operating levels. It is recommended that such instructions be reproduced on colored stock, and inserted in the proximity of the guidance material which they supplement.

This Guide concerns only the preparation and handling of memorandums and letters. It does not contain information on other forms of communication such as dispatches, telegrams and cables, nor does it concern the flow and control of mail within the Agency. The issuances listed in Appendix A cover such subjects.

An Agency Correspondence Manual was originally prepared by the Records Division, General Services Office, in April 1952. In May 1955 the Records Management Staff prepared the Correspondence Style and Procedures Handbook [redacted] and rescinded the 1952 issue. The Handbook was updated in 1965 and a limited supply produced for training purposes. This current update was prepared in April 1972 for limited distribution and [redacted] discontinued. A full revision of this Correspondence Guide is contemplated and will include changes resulting from comments and suggestions received.

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INTRODUCTION

Handbook
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The material in this ~~Handbook~~ is arranged in the order in which elements of correspondence would be considered by a writer or typist. Separate sections describe memorandums on letterhead stationery, plain bond, and ~~Standard Form No. 64~~ (Office Memorandum), and the format of letters. Each section is followed by an exhibit illustrating the format described. A section on the style standards applicable to any one of the four main formats is also provided to minimize repeating these standards in subsequent sections. Personnel should become thoroughly versed with this section since it is frequently referred to throughout the ~~Handbook~~.

THIS MANUAL

The ~~Handbook~~ is bound in loose leaf form to allow insertion of changes, ^(or) supplemental instructions developed at operating levels. It is recommended that such instructions be reproduced on colored stock, and inserted in the proximity of the ~~Handbook~~ material which they supplement.

MANUAL

This ~~Handbook~~ concerns only the preparation and handling of memorandums and letters. It does not contain information on other forms of communication such as dispatches, telegrams and cables, nor does it concern the flow and control of mail within the Agency. The issuances listed in Appendix A cover these subjects.

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Chapter I

BACKGROUND FOR ALL CORRESPONDENCE

Section A. DEFINITIONS

1. Official CIA correspondence includes all recorded communications sent or received by Agency personnel in the execution of their official duties. However, for purposes of this ~~Handbook~~ ^{Memorandum} the word "correspondence" refers only to memorandums and letters originated within the Agency.
2. Copies. Unless further qualified, the word "copy" as used in this ~~Handbook~~ ^{Memorandum} refers to a carbon copy of Agency correspondence. In addition, the following terms apply:
 - a. A courtesy copy is a copy of correspondence furnished certain addressees, and forwarded with the original. Headquarters addressees who have not indicated a need for courtesy copies should not be furnished them. Courtesy copies are not required for addressees outside CIA except Members of Congress and officials of other Federal agencies.
 - b. An official file copy is one prepared on yellow tissue for retention in the official files. Official files are those located in specified elements of the Agency and which contain material officially documenting the operations of that element.
 - c. An information copy is one sent to interested offices other than the addressee.
3. A reference is a brief citation of material which relates to the subject matter of the correspondence. In a memorandum, a reference (or references) may be shown in a reference line, whereas in a letter references are always included in the text.
4. An enclosure is material forwarded with correspondence or forwarded separately, if so indicated.
5. The command line, or the authority line, is used only in memorandums, when the individual signing the correspondence has been delegated

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authority to do so for a higher official. Officials signing for the Director will use "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." Command lines for lower echelons are similarly worded except for the official's title.

Section B. STATIONERY

~~OPTIONAL FORM 14~~

6. General. Agency correspondence is prepared on three basic types of stationery: Letterhead, ~~Standard Form No. 64~~ (Office Memorandum), and plain bond. In addition, plain stocks of tissue-weight paper for carbon copies are provided in various colors. Exhibit 1 lists the types of stationery used for particular forms of correspondence. Supplemental information is given in Chapters II and III which deal specifically with the preparation of memorandums and letters.
7. Letterheads. Three types of letterheads are available: CIA Letterhead, CIA Letterhead (Office of the Director), and CIA Letterhead (Office of Deputy Director of Central Intelligence). The CIA Letterhead is used in the preparation of all correspondence sent outside the Agency except that prepared for the signature of either the Director or Deputy Director of Central Intelligence. Correspondence for their signature is prepared on CIA Letterhead (Office of the Director) or CIA Letterhead (Office of Deputy Director of Central Intelligence) as appropriate. Letterhead stationery comes in white bond and tissue only.
8. Letterex. Letterex is tissue stationery with a sheet of one-time carbon paper attached. Its use speeds typing operations and reduces carbon soilage of hands, stationery, and clothing. Neater typing productions requiring less preparation time are the result. Letterex is stocked in the Agency supply system in single sheets only, in white, green, yellow, pink, and blue.

Section C. WHICH FORM TO USE - MEMORANDUM OR LETTER

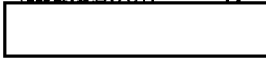
9. General. The deciding factor in determining which form of correspondence to use is the title of the addressee to whom the correspondence is being directed. Part I of Exhibit 1 lists in alphabetical order the titles of recipients of CIA correspondence. Beside each title is indicated the form of correspondence appropriate to that addressee. Part II of this exhibit shows the types of stationery to use and requirements for copies.

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~~May 1955~~

10. Memorandum for the Record. The memorandum format is also used in recording telephone conversations and other information to be retained for record purposes. Plain stationery is always used. See Paragraph 54 for format.

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PART I - FORMAT DETERMINATION

CODE	ADDRESSEE	FORMAT
1	CIA - Director or Deputy Director of Central Intelligence; Deputy Directors for Support, Intelligence, and Plans	Memorandum
2	CIA - Multiple Addressees	Memorandum
3	CIA officials in Washington and activities	Memorandum
4	Congress; Members of	Letter
5	Executive Office of the President	Letter <u>1/</u>
6	Government Agencies (If informality is appropriate, or if replying to incoming correspondence which was in memorandum form)	Memorandum
7	Government Agencies - Multiple Addressees	Memorandum
8	Government Agencies or their officials, except as provided for in Codes 6, 7, and 9-12 inclusive	Letter
9	USIB	Memorandum
10	National Security Council (NSC)	Memorandum
11	Office for Emergency Planning PREPAREDNESS	Memorandum
12	President of the United States	Memorandum <u>2/</u>
13	Private individuals and organizations	Letter

1/ & 2/ - Certain circumstances may require a memorandum or letter, respectively.

SEE NEXT PAGE FOR TYPES OF STATIONERY AND REQUIREMENTS FOR COPIES

(PART I)
EXHIBIT I

FORMAT, STATIONERY, AND COPY REQUIREMENTS

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PART II - TYPES OF STATIONERY AND REQUIREMENTS FOR COPIES

KEY: X - Required * - Optional at the discretion of the originator.		ADDRESSEE CODE													
		1	2	3	4	5	6	7	8	9	10	11	12	13	
ORIGINAL	Letterhead Bond				X	X	*	X	X	X	X	X	X	X	
	Plain Bond	X	X												
	Standard Form No. 64 (Office Memorandum)														
	OPTIONAL FORM No. 10			X			*								
COPY REQUIREMENTS	OUTSIDE CIA	"THROUGH" Addressee (Letterhead)					X			X	X	X			
		Multiple Addressees (Letterhead) 1/						X							
		Courtesy Copy (Letterhead)				X	X	*	X	X	X	X	X	X	
		Information Copies (Letterhead) 2/				X	X		X	X	X	X	X	X	
	WITHIN CIA	"THROUGH" Addressee (Plain white)	X	X											
		Multiple Addresses (Plain white) 1/		X											
		Courtesy Copy (Plain white) 3/	X		*										
		Information Copies (Plain white) 2/	X	X	X	X	X	X	X	X	X	X	X	X	X
		Official File Copy (Plain yellow) 4/	X	X	X	X	X	X	X	X	X	X	X	X	X
		Alphabetical Name Index (Plain pink) 5/	*	*	*	*	*	*	*	*	*	*	*	*	*
		Return Copy (Plain white or green)	*	*	*	*	*	*	*	*	*	*	*	*	*
		Hold Copy (Plain white or green)	*	*	*	*	*	*	*	*	*	*	*	*	*

NOTE: See Chapter V for requirements if the signing official is either the Director or the Deputy Director of Central Intelligence.

- 1/ One copy for the second and succeeding addressees listed after "MEMORANDUM FOR" on the original.
- 2/ One copy for each information addressee.
- 3/ Staff studies require two copies.
- 4/ Generally the signing official's copy serves as the Official File Copy. However, if the Official File Copy is to be retained elsewhere:
 - a. Prepare an additional copy on plain tissue for the signing official's file.
 - b. Prepare two copies if the signing official is either the Director or one of his four Deputies.
- 5/ If an alphabetical cross-file is considered necessary.

PART II

EXHIBIT I (Cont.)

FORMAT, STATIONERY, AND COPY REQUIREMENTS

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Section D. BASIC STYLE

CIA correspondence is prepared in several formats. However, there are certain style standards applicable to each of these. The following basic elements of all CIA correspondence are therefore described to avoid repetition in succeeding chapters. The sequence of these descriptions parallels the order in which elements would be considered by a typist preparing correspondence.

11. Typing Measurements. Spacing, both horizontal and vertical, is often indicated in terms of inches. The following table converts inches into corresponding typing measurements:

Across the Page

<u>Inches</u>	<u>Typing Strokes (Approx.)</u>	
	<u>Pica</u>	<u>Elite</u>
1	10	12
1 1/4	13	15
1 1/2	15	18
1 3/4	18	21

Down the Page

<u>Inches</u>	<u>Approximate Typing Lines (Pica or elite)</u>
1/2	3
1	6
1 1/4	8
1 1/2	9
1 3/4	11
2	12
2 1/4	14

12. Margins. The width of margins may vary with the length of text; however, minimum standards provide that right, left and bottom margins of first pages should not be less than one inch. Margins of second and succeeding pages likewise should not be less than one inch, including the top margin, and should correspond in width to the margins on the first page. The following is a guide to margin widths for memorandums and letters:

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<u>Text Length (First Page)</u>	<u>Side Margins (Approximate)</u>	<u>Special Information</u>
Short (up to 100 words)	1½ inches	Approximately 60 spaces to a line.
Medium (100 to 150 words)	1¼ inches	Approximately 65 spaces to a line.
Full Page (150 to 200 words)	1 inch	A full page with minimum margins is preferable to two pages with wider margins.

10-20
lines
(approx 100)

13. "IN REPLY REFER TO". "Refer to" designations are placed at the discretion of originating officials only on correspondence requiring a reply and sent outside the Agency. Their use encourages outside correspondents to identify Agency letters and memorandums to which they are replying. Replies thus identified can be routed readily to the office concerned.

In cases where the phrase has not been printed on the letterhead, type the words "IN REPLY REFER TO" flush with the right margin, three spaces below the last line of the letterhead. Immediately below the phrase "IN REPLY REFER TO," type in block style the organizational symbol of the office of signature as well as that of the originating office, if circumstances permit routing the reply direct to this latter office.

Example: IN REPLY REFER TO:
MS/RMD/RDB

NOTE - The "IN REPLY REFER TO" line is never used in correspondence prepared for signature of the Director or Deputy Director of Central Intelligence.

14. Date. The date shown on a memorandum or letter should always be the date on which the correspondence was signed. Accordingly, omit the date whenever correspondence is prepared for signature outside the preparing office, or when there may be some other cause for delay in signing. Always omit the date when preparing correspondence for the signature of the Director of Central Intelligence or his Deputies.

When circumstances permit inclusion of a date at the time of typing, place the date in accordance with specific requirements in Chapters II and III.

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A date is expressed without punctuation in the following sequence: day, month, year--e.g., 15 June 1954. It may be typed or stamped as circumstances dictate. The date should be shown on the original and all copies.

15. Line Spacing. Normally the body of correspondence is single spaced. However, if the text is less than eight lines and consists of but one paragraph, double spacing is used.

NOTE - In memorandums addressed to the President of the United States, regardless of length, double spacing is always used, with double spacing between paragraphs.

16. Paragraphing

- a. Memorandums (Except Those Addressed to the President of the United States) - When a memorandum is but one paragraph in length, the paragraph is not numbered. If the memorandum is two or more paragraphs in length, primary paragraphs are numbered consecutively with Arabic numerals, and subparagraphs are identified alphabetically and numerically. The pattern for paragraphing is as follows:

1.
.....

a.
.....

(1)
.....

(a)
.....

1.
.....

a.
.....

- b. Memorandums for the President - Primary paragraphs are indented five spaces but are not numbered. Subparagraphs, if any, are indented and identified by letters and numerals as shown above.

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c. Letters - Same as memorandums for the President.

17. Quotations. Quotations may be set apart or incorporated in the text of correspondence. When set apart, indent the text five spaces from the left and right margins, two spaces below the text. Block the left margin. For example:

The speaker quoted these words from the Wall Street Journal:

"Imagination was given to man to compensate him for what he is not, and a sense of humor was provided to console him for what he is."

18. Page Number and Identification. The first page of correspondence is not numbered. Second and succeeding pages are numbered consecutively with Arabic numerals centered one-half inch from the bottom of the page. Numerals are typed without parentheses or dashes. Second and succeeding pages of correspondence are also identified as follows:

- a. Memorandums, Staff Studies, and Concurrence Sheets - One inch from the top of the page, flush with the left margin, type the subject of the correspondence as stated on the first page.
Example:

SUBJECT: Revision of Correspondence Standards

- b. Letters - One inch from the top of the page, flush with the left margin, type the addressee's name and full address. If possible, place this identification on one line. Abbreviations may be used if appropriate. Examples:

Mrs. John Jones, 134 ~~East~~ Pine St., Selbyville, Ky. 40065
or
Hon. Richard B. Randolph, U. S. Senate

19. Continuations. The body of a memorandum or letter is continued on second and succeeding pages, four spaces below the subject line or addressee identification. Plain stationery is always used.

A paragraph of three or fewer lines is not divided between pages. At least two lines of a divided paragraph appear on each page. In dividing a sentence between pages, at least two words of the sentence should appear on each page. In no case is a word divided between two pages.

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If the body of a memorandum or letter is completed so near the bottom of a page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page. This is done so that the signature will not become separated from the text.

20. Signature and Title. Methods of indicating signatures and titles vary according to different correspondence formats. These methods are described in detail in Chapters II and III which deal with memorandums and letters.

21. Enclosures

- a. Listing Enclosures - Enclosures are listed two spaces below the signature title, beginning with the word "Enclosure" or "Enclosures" typed flush with the left margin. Immediately below and indented two spaces from the left margin, each enclosure is listed by number and briefly described. It is not necessary to number a single enclosure. Do not extend the description of an enclosure beyond the center of the page. Indicate enclosures on the original and all copies.

If an enclosure consists of more than one copy, the number of copies is shown in parentheses following the description of the enclosure. Enclosures forwarded under separate cover should be so identified.

The following illustrate typical enclosure listings:

Single enclosure:

Enclosure:

CIA Training Manual No. 6

Multiple enclosure:

Enclosures: *237*

1. Form No. ~~30-1~~ (6 copies) *Now 237*
2. ODM letter 5 Jan. 1973
3. CIA Correspondence Handbook (2 copies - separate cover) *(able)*

- b. Identifying Enclosures - Enclosures themselves are identified by the abbreviation "Encl." followed by the appropriate enclosure number. This identification is placed only on the first page or

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cover of the document, in the lower right corner about $\frac{1}{2}$ inch from the bottom of the page. It may be handwritten or typewritten. It is emphasized, however, that it should not be handwritten in ink or typewritten if there is a possibility that the enclosure may be referred to later by some other identification.

22. Copy Distribution. Three rules govern when to show copy distribution information on originals and copies:

- a. Do not show internal CIA distribution on any original or copy to be sent outside the Agency.
- b. On an original, courtesy copy, or information copy to be sent outside CIA, do not show the distribution of information copies for other agencies unless the dictating official desires to inform them that such distribution is being made.
- c. Indicate the distribution of only the information copies on the original, courtesy copy, and information copies of an internal memorandum prepared on plain bond, i.e., one addressed to, or prepared for the signature of, those addressees shown after Code 1 in Exhibit 1.

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The format for showing copy distribution information depends upon whether the correspondence is on letterhead, plain bond, or ~~Standard Form No. 64~~ (Office Memorandum). See Chapters II and III.

23. Originating Office Identification. This identification consists of the organizational symbol of the office originating the correspondence, the writer's name, the typist's initials, and the date the correspondence was dictated. This information is typed all on one line started flush with the left margin and two spaces below the last copy distribution designation. Standard organizational symbols are used. The writer's name is in initial caps, separated from the organizational symbol by a colon. The typist's initials are in lower case. The date is abbreviated and in parentheses. For example:

MS/RMD/RDB:JCBrown:abc (15 June 54)

The originator's telephone extension should also be shown whenever inclusion of this information will not jeopardize the security of operations. Place the extension immediately after the typist's

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